

ARCHIVES: IN THE NATIONAL INTEREST

MARAC

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE



SPRING MEETING

APRIL 22-24, 2004

**Key Bridge Marriott Hotel
Arlington, Virginia**

Welcome!

The Local Arrangements and Program Committees invite you to join us in Arlington, Virginia, for the Spring 2004 MARAC meeting as we consider *Archives: In the National Interest*.

We will gather from April 22–24, 2004, at the Key Bridge Marriott, located at the foot of the Key Bridge and just across the Potomac River from Georgetown. Our host city of Arlington was once considered a country retreat from the nearby District of Columbia (DC), and today is a thriving and diverse community.

There is a great deal to explore in Arlington and the surrounding area. An enticing group of tours that highlight Northern Virginia await you. The tours provide the opportunity to visit the homes of some of Virginia's most famous citizens. These include Woodlawn Plantation, where Major Lawrence and Eleanor Custis Lewis lived, and Gunston Hall, the home of George Mason. A walking tour of Old Town Alexandria will provide you with insight into the daily lives of Northern Virginians throughout history. A tour at the new National Air and Space Museum Steven F. Udvar-Hazy Center in Chantilly offers the prospect of viewing many of the over 300 air and space craft on display, including the space shuttle *Enterprise* and the Boeing B-29 Superfortress *Enola Gay*. Unique tours of the wineries of Northern Virginia are also offered. As always, the museums, monuments, and restaurants of DC are just a short Metrorail ride away.

The Program Committee has assembled an exciting array of sessions, highlighting the great importance of all variety and manner of archival institutions—large or small, public or private, local or national. Session topics include African American communities, women in the military, politicians' restrictions, archivists' enhancements, the local history of Arlington, and the national impact of September 11. Whether paper, digital, audio, or film, we all contribute to *Archives: In the National Interest*.

Friday morning's plenary session will feature David Mengel and John Powers from the National Archives and Records Administration's (NARA) Nixon Presidential Materials Staff. They will discuss NARA's ongoing efforts to preserve and make accessible the Nixon tapes and play excerpts from the collection as they discuss the complex process of the tape release.

Our luncheon will be held atop the hotel in TJ's Steakhouse, which has an amazing panoramic view of the District of Columbia. Anthony S. Pitch, recipient of the 2001 Arline Custer Award for his book *The Burning of Washington: The British Invasion of 1814*, will discuss his newest research project on the assassination of President Abraham Lincoln and share his insights with us.

Friday evening's reception will be held at the Women in Military Service for America Memorial. Located at the ceremonial entrance to Arlington National Cemetery, the Memorial—dedicated in 1997 by President William J. Clinton—is a stunning tribute to the women who have served and continue to serve our nation in the military. In addition to the permanent exhibits, docents will be on hand to tell us about the Memorial and the ongoing history project, and the gift shop will be open.

We hope that you will join us in Arlington for *Archives: In the National Interest*.

Laura E. Drake
Kristine L. Kaske
Local Arrangements Co-Chairs

Kathleen Jordan
Marisa Bourgoïn
Program Committee Co-Chairs

Please bring a copy of this program with you, as it is the only one that you will receive!

SCHEDULE-AT-A-GLANCE

Program Committee

Co-Chairs

Kathleen Jordan, *The Library of Virginia*
Marisa Bourgoin, *Corcoran Gallery of Art*

Rachel Ban, *History Associates*
Margaret Burri, *The Johns Hopkins University*
Roger Christman, *The Library of Virginia*
Mary Beth Corrigan, *Consultant*
Virginia Dunn, *The Library of Virginia*
Jennifer Evans, *University of Maryland*
Jay Gaidmore, *The Library of Virginia*
Emelie George, *University of Maryland*
Erika Gorder, *Rutgers University*
Gail Greve, *Colonial Williamsburg Foundation*
Chuck Howell, *University of Maryland*
Brian Keough, *University at Albany*
Lisha Penn, *National Archives and Records Administration*
Andrea Pugsley, *National Archives and Records Administration*
Arian Ravanbakhsh, *National Archives and Records Administration*
Emma Wilmer Stelle, *International Monetary Fund*
Joy Weiner, *Archives of American Art*

Local Arrangements Committee

Co-Chairs

Laura E. Drake, *The Library of Virginia*
Kristine L. Kaske, *National Air and Space Museum*

G. David Anderson, *George Washington University*
Laurie A. Baty, *United States Holocaust Memorial Museum*
Danna C. Bell-Russel, *Library of Congress*
James Cassedy, *National Archives and Records Administration*
Rebecca L. Collier, *National Archives and Records Administration*
Fynnette L. Eaton, *National Archives and Records Administration*
Rebecca Ebert, *Handley Regional Library*
Jeffrey M. Flannery, *Library of Congress*
Stacey Platt, *National Museum of Women in the Arts*
Janice F. Goldblum, *National Academy of Sciences*
Marilyn Graskowiak, *National Air and Space Museum*
Jennie Diaz Guilbaud, *National Archives and Records Administration*
Anne Hakes, *George Mason University*
John LeGloahec, *International Monetary Fund*
Nancy Melley, *National Archives and Records Administration*
Alison L. Oswald, *National Museum of American History*
Mary Rephlo, *National Archives and Records Administration*
Darlene Richardson, *Department of Veteran's Affairs*

Printed Program Editors

Cheryl L. Stadel-Bevans, *National Archives and Records Administration*
Scott DeHaven, *CIGNA*

WEDNESDAY, April 21

3:00 pm – 8:00 pm Registration

THURSDAY, April 22

8:00 am – 6:00 pm Registration
9:00 am – 4:00 pm **W1: Performance Measures**
9:00 am – 12:00 pm **W2: Digital Projects**
10:00 am – 10:30 am Break
1:00 pm – 4:00 pm **W3: Job Secrets**
1:00 pm – 4:00 pm **W4: Disaster Planning**
1:00 pm – 5:00 pm **T1: Woodlawn & Pope-Leighey**
1:00 pm – 5:00 pm **T2: Gunston Hall**
1:00 pm – 5:00 pm **T3: Udvar-Hazy Center 1**
1:00 pm – 5:00 pm **T4: Wineries 1**
1:30 pm – 4:00 pm **T5: Masonic Memorial**
2:00 pm – 5:00 pm Committee Meetings
2:30 pm – 3:00 pm Break
2:30 pm – 5:00 pm **T6: Virginia Room**
3:00 pm – 4:30 pm **T7: Old Town Alexandria**
7:00 pm – 10:00 pm Steering Committee Meeting

FRIDAY, April 23

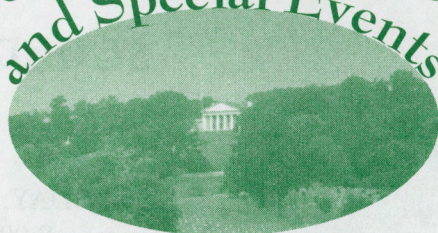
7:15 am – 5:15 pm Registration
7:45 am – 8:10 am New Members Orientation
8:00 am – 5:00 pm Exhibitors
8:00 am – 8:45 am Continental Breakfast
8:15 am – 8:45 am State Caucus Meetings
9:00 am – 10:00 am Plenary
10:00 am – 10:15 am Break
10:30 am – 11:45 am **S1–S5: Concurrent Sessions**
12:00 pm – 1:15 pm Luncheon
1:30 pm – 3:00 pm **S6–S10: Concurrent Sessions**
3:00 pm – 3:15 pm Break
3:15 pm – 4:45 pm **S11–S15: Concurrent Sessions**
5:30 pm – 7:00 pm Reception

SATURDAY, April 24

7:30 am – 1:00 pm Registration
8:00 am – 9:30 am Breakfast and Business Meeting
9:45 am – 11:15 am **S16–S19: Concurrent Sessions**
11:15 am – 11:30 am Break
11:30 am – 1:00 pm **S20–S22: Concurrent Sessions**
1:00 pm – 5:00 pm **T8: Udvar-Hazy Center 2**
1:00 pm – 5:00 pm **T9: Wineries 2**

For online program information, visit
<http://www.marac.info/spring2004.htm>

Conference Overview and Special Events



THURSDAY, APRIL 22

8:00am – 6:00 pmRegistration

9:00 am – 4:00 pmWorkshops
See pages 8-9

1:00 pm – 5:00 pmTours
See pages 5-6

2:00 pm – 5:00 pmCommittee Meetings

All committee chairs should contact their members before the meeting to provide meeting times and prepare agendas. A listing here does not necessarily mean that the committee will meet.

Arline Custer Award Committee

Meetings Coordinating Committee

Development Committee

Membership Development Committee

Education Committee

Nominating Committee

Finance Committee

Outreach Committee

Finding Aids Committee

Publications Committee

Program and Local Arrangements Committees for Fall 2004

Program and Local Arrangements Committees for Spring 2005

7:00 pm – 10:00 pmSteering Committee Meeting
Francis Scott Key Salon B

FRIDAY, APRIL 23

7:15 am – 5:15 pmRegistration

7:45 am – 8:10 amNew Members Orientation
Washington

8:00 am – 5:00 pmExhibitors
Potomac Salons Foyer

8:00 am – 8:45 amContinental Breakfast
Potomac Salons Foyer

8:15 am – 8:45 amState Caucus Meetings

9:00 am – 10:00 amPlenary

Beyond the “Smoking Gun”: Processing the Nixon Tapes for Public Access

It has been nearly 30 years since President Richard M. Nixon resigned under the cloud of the Watergate scandal, and almost half of the estimated 3,700 hours of his secretly recorded conversations have been released, most only in the last 8 years. Soon after Nixon’s resignation, President Ford signed into law the Presidential Recordings and Materials Preservation Act and changed forever the legal status and availability of presidential records. It has been a long road, though, on the way to the release of these records, which are essential to the understanding of Watergate and its impact on our nation’s history.

Our plenary speakers, David Mengel and John Powers, from the Nixon Presidential Materials Staff at the National Archives and Records Administration, will share with us their insights on the complex process of making the Nixon tapes available for public use. They will play excerpts from the collection and describe their efforts to preserve and make accessible these valuable materials.

Michael D. Greco from the Miller Center of Public Affairs at the University of Virginia will introduce this session.

10:15 am – 11:45 pmS1–S5: Concurrent Sessions
See pages 10–11

12:00 pm – 1:15 pmLuncheon

Our luncheon speaker is Anthony S. Pitch, recipient of the 2001 Arline Custer Award for his book *The Burning of Washington: The British Invasion of 1814*. Mr. Pitch, who lectures and writes extensively on Washington topics, will discuss his research for his latest project, “‘They Have Killed Papa Dead!’: The Assassination of Abraham Lincoln.” His talk will explore his view of the assassination as one of the saddest tales in American history as well as his insights into the joys of research in primary documents.

1:30 pm – 3:00 pmS6–S10: Concurrent Sessions
See pages 11–12

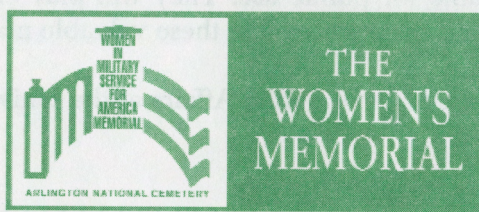
3:15 pm – 4:45 pmS11–S15: Concurrent Sessions
See pages 12–13

☞ When you pack your bags, don’t forget
to include this copy of the program!

5:30 pm – 7:00 pm Reception at the Women in Military Service for America Memorial
<http://www.womensmemorial.org>

Join us for a wine and cheese reception at the Women in Military Service for America Memorial. Dedicated in 1997, the Women in Military Service for America Memorial at the ceremonial entrance to Arlington National Cemetery is the only major national memorial honoring all women who serve in the United States military. Utilizing the existing Neo-Classical retaining wall designed by the firm of McKim, Mead and White and dedicated in 1932, the firm of Weiss/Manfredi Architects designed the Women's Memorial to reside behind the retaining wall and extend into the hillside of Arlington. The result is a structure that combines classical and contemporary architecture to create a setting appropriate to honoring all women in military service. In addition to the permanent exhibits, docents will be on hand to tell us about the Memorial and the ongoing history project, and the gift shop will be open.

The reception is one stop from the hotel on the Metrorail, and attendees are encouraged to use Metrorail for their transportation. Fare cards will be available for purchase from the Registration Desk. For those who plan to drive to the reception, parking is available for a fee. However, the parking lot at Arlington closes promptly at 7:00 pm; please plan accordingly. Please contact Laura Drake <ldrake@lva.lib.va.us> if you need to make alternative arrangements for getting to the site.



MARAC wishes to thank the Women in Military Service for America Memorial for their support of the reception.

SATURDAY, APRIL 24

7:30 am – 11:30 am Registration

8:00 am – 9:30 am Breakfast and Business Meeting
View Ballroom

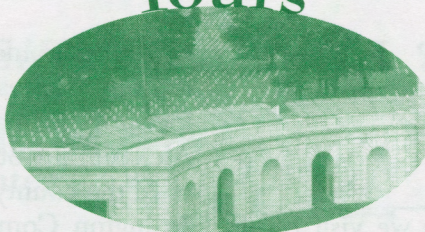
MARAC wishes to thank the Library of Virginia Foundation for their support
of the Breakfast and Business Meeting

9:45 am – 11:15 am **S16–S19: Concurrent Sessions**
See page 14

11:30 am – 1:00 pm **S20–S22: Concurrent Sessions**
See page 15

1:00 pm – 5:00 pm **Tours**
See page 7

Tours



THURSDAY, APRIL 22

All tours will depart from the hotel lobby promptly at the time specified. Please be on time.

T1 Woodlawn Plantation and Pope-Leighey House

1:00 pm–5:00 pm

Fee: \$25

Registration limited to 22 participants

http://www.nationaltrust.org/national_trust_sites/woodlawn.html

http://www.nationaltrust.org/national_trust_sites/pope_leighey.html

See two historic and architecturally significant National Trust sites at one location, Woodlawn Plantation and Pope-Leighey House. Woodlawn Plantation was designed by William Thornton and constructed for Major Lawrence and Eleanor Custis Lewis on land given to them by George Washington. Also visit the adjacent Pope-Leighey House, designed by renowned American architect Frank Lloyd Wright in 1939 as a means of providing affordable housing for people of moderate means. Pope-Leighey House was moved from Falls Church to the grounds of Woodlawn Plantation in 1965 to prevent its destruction.

This tour will involve some walking, including some stairs. Some of the site is accessible to the disabled.

T2 Gunston Hall Plantation

1:00 pm–5:00 pm

Fee: \$20

Registration limited to 22 participants

<http://www.gunstonhall.org>

Come tour Gunston Hall Plantation. Completed in 1759, Gunston Hall was the home of American patriot George Mason, author of the Virginia Declaration of Rights and a framer of the United States Constitution. The elegant Georgian mansion contains elaborately carved woodwork and a splendid collection of 18th century furnishings. Stroll through Mason's original box-wood allée, which leads to an overlook of the deer park,

woods, and Potomac River. Reconstructed outbuildings illustrate the work of plantation residents, including servants, craftsmen and slaves. The tour will include a behind-the-scenes look at the Gunston Hall Plantation Library and Archives. The collection of books, microfilm, periodicals, manuscripts, and related source materials emphasizes the social, cultural, economic, and political history of colonial and post-revolutionary Virginia and America. The rare book collection concentrates on subjects of interest to an 18th-century plantation owner, including architecture, domestic management, horticulture, husbandry, and agriculture.

This tour will involve moderate walking. A ramp provides access to the first floor of the mansion.

T3 National Air and Space Museum Steven F. Udvar-Hazy Center

1:00 pm–5:00 pm

Fee: \$10

Registration limited to 45 participants each tour

<http://www.nasm.si.edu/museum/udvarhazy/>

The newest addition to the Smithsonian Institution is the National Air and Space Museum Steven F. Udvar-Hazy Center. This huge new facility near Dulles International Airport provides space to support the display and preservation of historic aviation and space artifacts. You will be able view many of the over 300 aircraft and spacecraft including the space shuttle Enterprise, a Lockheed SR-71 Blackbird reconnaissance aircraft; the Dash 80 prototype of the Boeing 707, a General Dynamics F-4 Phantom, the Boeing B-29 Superfortress Enola Gay, and the de Havilland Chipmunk aerobatic plane. In addition, there is an observation area where visitors can watch airplane traffic from Dulles Airport.

This tour will involve extensive walking on concrete flooring. Wheelchairs are available, and the site is handicap-accessible.

T4 Virginia Wineries Tour

1:00 pm–5:00 pm

Fee: \$30

Minimum of 20 registrants

Come join your MARAC colleagues as we visit rural Northern Virginia during our lovely spring and sample some of our fine vintages. We will be whisked from vineyard to vineyard in a well-appointed motor coach. Additional tasting fees may be charged at the vineyards. Be sure to get enough to take home with you. Register early, as this tour is sure to fill fast!

T5 George Washington Masonic National Memorial

1:30 pm–4:00 pm

Fee: \$5

Registration limited to 25 participants

<http://www.gwmemorial.org/>

Join us for a one-hour guided tour of the George Washington Masonic National Memorial. Dedicated on May 12, 1932, to the memory of George Washington, the memorial is in Alexandria, just a mile from the Potomac River. Overlooking the nation's capitol, the Memorial stands 333 ft. high on historic Shooter's Hill, providing a spectacular view from the observation deck. Following the tour, see the collections of Masonic and Washington relics, paintings, prints, and historical documents, including many of Washington's personal belongings. After your tour, extend your stay by browsing the many antique shops, art galleries, and other specialty shopping. Sample one of the many fine restaurants. For additional information about Old Town Alexandria, see <http://www.ci.alexandria.va.us/>.

This is a walking tour. Transportation will be on Metrorail (roundtrip fare included with registration fee).

T6 The Virginia Room at Arlington Public Library

2:30 pm–5:00 pm

Fee: \$5

Registration limited to 25 participants

<http://www.co.arlington.va.us/lib/history/varoom.htm>

This tour will visit the Virginia Room of the Arlington County Public Library. The Virginia Room was established to provide a central reference service and repository for Arlington County's historical resources as well

as published materials for the region and state. The collection includes published and non-published materials focusing primarily on Arlington County (formerly Alexandria County). Both current affairs and the history of the county are represented in the collections. The Arlington Community Archives, which is part of the collection, consists of personal, organization, and local materials.

Transportation will be on Metrorail (roundtrip fare included with registration fee).

T7 Old Town Alexandria Walking Tour

3:00 pm–4:30 pm

Fee: \$23

Registration limited to 25 participants

<http://alexandriacity.com/tour/oldtown.htm>

Alexandria, the "Queen of Northern Virginia," owns a rich and diverse history. Old Town Alexandria embraces a compact thriving historic neighborhood and shopping district just west of the Potomac River. Step back in time as our professional guide shows us the places where George Washington dined and worshiped, Robert E. Lee lived, and General Braddock planned his ill-fated expedition. Casually ramble up the cobblestone streets lined with fine examples of Federal, Greek Revival, and Victorian architecture. Learn about Alexandria's hospitality symbols, merchant houses, boot scrapes, carriage mounts, flounder houses, busy bodies, and more. After your tour, extend your stay by browsing the many antique shops, art galleries, and other specialty shopping. Sample one of the many fine restaurants. For additional information about Old Town Alexandria, see <http://www.ci.alexandria.va.us/>.

This is a walking tour. A bus will take participants to the Alexandria Visitors' Center for the start of the tour. Tour participants will be responsible for returning to the hotel on their own. Metrorail fare cards will be available for purchase at the Registration Desk.

SATURDAY, APRIL 24

**T8 National Air and Space Museum
Steven F. Udvar-Hazy Center**

1:00 pm-5:00 pm

Fee: \$10

Registration limited to 45 participants each
tour<http://www.nasm.si.edu/museum/udvarhazy/>

The newest addition to the Smithsonian Institution is the National Air and Space Museum Steven F. Udvar-Hazy Center. This huge new facility near Dulles International Airport provides space to support the display and preservation of historic aviation and space artifacts. You will be able view many of the over 300 aircraft and spacecraft including the space shuttle Enterprise, a Lockheed SR-71 Blackbird reconnaissance aircraft; the Dash 80 prototype of the Boeing 707, a General Dynamics F-4 Phantom, the Boeing B-29 Superfortress Enola Gay, and the de Havilland Chipmunk aerobatic plane. In addition, there is an observation area where visitors can watch airplane traffic from Dulles Airport.

This tour will involve extensive walking on concrete flooring. Wheelchairs are available, and the site is handicap-accessible.

T9 Virginia Wineries Tour

1:00 pm-5:00 pm

Fee: \$30

Minimum of 20 registrants

Come join your MARAC colleagues as we visit rural Northern Virginia during our lovely spring and sample some of our fine vintages. We will be whisked from vineyard to vineyard in a well-appointed motor coach. Additional tasting fees may be charged at the vineyards. Be sure to get enough to take home with you. Register early, as this tour is sure to fill fast!



*MARAC wishes to thank the
following for their support of
our Spring Meeting:*

**The Women In Military Service
for America Memorial**

The Library of Virginia Foundation

University Products

Iron Mountain

IMR Digital

Safe Sound Archive

Cuadra Associates, Inc.

ICI Binding

Communications by Design, Inc.

The Lamoureux Company

PMI

Hollinger Corporation

PTFS

Workshops



THURSDAY, APRIL 22

W1 Evaluating Your Services: Understanding and Building Performance Measures

Full Day: 9:00 am–4:00 pm

Fee: \$50

Registration limited to 20 participants

Instructor: Neal Kaske, Engineering and Physical Sciences Library and College of Information Studies, University of Maryland

The goal of this workshop is to provide a solid grounding in the quantitative and qualitative techniques that may be used to evaluate the services offered and processes performed by museums, archives, and libraries. This workshop will explore a variety of evaluation techniques. The processes used to plan and perform an evaluation study will also be covered. Participants will be taking a very active role and can expect to learn some of the vocabulary of evaluation and performance measurements, as well as basic techniques that they can apply in their own organizations. An effort will be made to demonstrate how performance measures can be developed to evaluate how well organizations are fulfilling their strategic plans.

Workshop participants are requested to bring current copies of their respective organization's strategic plan and performance measures, if available.



W2 (Virtually) From the Ground Up: Planning and Implementing a Digital Project

Half Day: 9:00 am–12 noon

Fee: \$50

Registration limited to 20 participants

Instructor: Jim Gerencser, College Archive and Special Collections, Dickinson College

In an increasingly electronic world, maintaining a web presence for one's repository no longer seems a luxury, but rather a necessity. For those working in small archives, money and staff time are likely to be at a premium, and yet employers may expect a great product while providing little technical or financial support. If you have never created and maintained a website before, where do you begin? By making the right arguments and planning carefully, you can successfully mount and manage a digital project. This workshop will provide valuable background information as well as an overview of the important issues to consider in developing a digital project, including funding, design, organization, content, and maintenance. A particular focus of this workshop will be strategies and approaches for those working in smaller repositories.

W3 The "Dirty Little Secrets" of Resume Writing, Job Hunting, and Interviewing: Strategies to Help You Land the Job You Want

Half Day: 1:00 pm - 4:00 pm

Fee: \$25

Registration limited to 20 participants

Instructor: Allan Rough, Non-Print Media Services, University of Maryland Libraries

Do you know what employers look for when they read your resume and cover letter for the first time? They look for simple reasons to reject your application; they

look for reasons to take you out of the pool of candidates. Why? When an employer has 60 or more applications for a single job, it is necessary to quickly weed-out the applicants who obviously do not meet the job's requirements. This workshop will examine the entire process of applying for positions and getting to the interview process. It will cover such topics as:

- How do you prepare yourself mentally, and why is it so important?
- What are the most important aspects of resume writing and applying for jobs?
- How do you keep your resume and letter from being rejected for consideration?
- How do you know if your cover letter and resume are good enough?

Workshop participants are encouraged to bring copies of current resumes and sample cover letters for examination and discussion. The program will be interactive.

W4 Through Fire and Flood: Disaster Planning and Response

Half Day: 1:00 pm–4:00 pm

Fee: \$50

Registration limited to 25 participants

*Instructors: Yvonne Carignan and Sue Koutsky,
Preservation Department, University of Maryland
Libraries*

Archival materials may fall victim to many different kinds of disasters, ranging from small-scale leaks to large-scale floods or fire. Damage to collections can be minimized if the institution plans what to do in advance. Disaster planning should be part of every archives program. This workshop will teach participants the components of a disaster plan and give participants the tools needed to begin writing one for their own institutions. Participants will also learn how to recognize potential disasters. Finally, the instructors will demonstrate such salvage techniques as packing wet books; separating and drying manuscripts; and air drying wet books and manuscripts. The participants will leave with an understanding of how to plan for disasters in their institutions and how to recover materials should a disaster strike.

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FRIDAY, APRIL 23

10:15 am–11:45 am

S1 Business Process Reengineering at the National Archives and Records Administration

The records lifecycle business process reengineering (BPR) project was launched in November 2002. The BPR supports the National Archives and Records Administration's (NARA) Records Management Initiatives and Electronic Records Archives by addressing the challenges presented by changes in the volume and format of records as a result of the Federal government's increasing reliance on information and networking technology. In addition, the BPR provides a coherent and comprehensive high-level overview of both the current and redesigned records lifecycle processes. Presenters will discuss the methodology behind the BPR and what impact the BPR has had at NARA.

Speakers:

Kate Theimer, *National Archives and Records Administration*
Meg Phillips, *National Archives and Records Administration*
Paul Wester, *National Archives and Records Administration*

S2 Arlington: A Small County with a Big History

Arlington County—originally named Alexandria County—was formed from that part of Fairfax County that was ceded to the United States government in 1789. In 1801, Congress officially made Alexandria County a part of the District of Columbia, and this is where the documentary trail of records begins. The county was returned to Virginia in 1847. In 1920, the county's name was changed to Arlington, the name of the Custis family mansion located in the county. This session will focus on historical institutions and organizations in Arlington County and will highlight various aspects of history in the area.

Chair:

Edie Hedlin, *Smithsonian Institution Archives*

Speakers:

Sara J. Collins, *Arlington County Public Library, retired*
Karen Kinzey, *Arlington House—The Robert E. Lee Memorial, National Park Service*
Judy Knudsen, *Arlington County Public Library*

S3 Digital Collections: The Beginning

Where does one begin a digitization project? How does the archivist develop a team of stakeholders both within and beyond their institution in developing the collection? Who should be included in the planning and implementation? What are some of the best practices learned by others as they have created their digital collections? Join us for a panel discussion with those who have built digital collections and find out what worked, what did not work, and what they would have done differently.

Chair:

Bart Ragon, *University of Virginia*

Speakers:

Edward Galloway, *University of Pittsburgh*
Jim Gerencser, *Dickinson College*
Julia Maserjian, *Lehigh University*

S4 No Reserve: eBay and the Archivist

The growing popularity of eBay presents a new set of issues for archivists. For example, items belonging to institutions or items rightfully belonging to state or Federal governments have been appearing on eBay. In addition, many dealers have chosen to sell their materials via eBay rather than incur the expense of running a shop. These changes have resulted in the need for new patterns of acquisition. Our speakers will address the positive and negative influences of eBay on institutions and their donors, several cases involving the recovery of public documents, and the prospects for cooperation among states and national organizations in recovering public records from the online marketplace.

Chair:

Lee Shepard, *Virginia Historical Society*

Speakers:

Patricia Williams, *National Air and Space Museum, Smithsonian Institution*

Joseph R. Klett, *New Jersey Division of Archives and Records Management*

Karl J. Niederer, *New Jersey Division of Archives and Records Management*

S5 The Management, Preservation, and Reformatting of Sound Recordings

Sound recordings offer a unique perspective to the cultural heritage and events of the twentieth century. However, as formats change, recording media chemically deteriorate, and the hardware for playback becomes obsolete, the content of sound recordings is in danger of disappearing. Nearly every archives in the nation has some form of sound recordings in its collections, but many archivists are unprepared to deal with this special type of collection. Advancements in technology offer an exciting opportunity for reformatting sound recordings to more useable media. Digitization raises several important issues archivists must be aware of before embarking on such projects. This session is designed to give archivists with small budgets advice on managing, preserving, and reformatting sound recordings.

Chair:

Gregg Kimball, *The Library of Virginia*

Speakers:

Peter Alyea, *Motion Picture, Broadcasting and Recorded Sound Division, Library of Congress*

Jeff Place, *Ralph Rinzler Folklife Archives and Collections, Smithsonian Institution*

Art Shifrin, *Consultant*

FRIDAY, APRIL 23

1:30 pm–3:00 pm

S6 Donor Relations, Development, and Collection Management: Long-term Implications for Special Collections Fundraising

Collection growth often outpaces budgetary allocations for preservation and access. Many institutions may

appeal to private sources of funding, yet this could be temporary support that may hinder long-term work. Bringing in a substantial endowment generates publicity and public endorsement, often yielding increased support by an archives parent institution. The immediate value of external funding is obvious, but what are the long-term implications of raising funds for collections rather than relying upon budget support from an archives' parent institution? This session will focus on the success that is generated by success.

Chair:

Bonnie Jo Dopp, *Michelle Smith Performing Arts Library, University of Maryland*

Speakers:

Jennifer Gunter King, *Virginia Polytechnic Institute and State University*

Roberta Armstrong, *University at Albany*

Rush G. Miller, *University of Pittsburgh*

S7 Having their Say: Women and Oral History

The oral history tradition continues in the twenty-first century, as special efforts are being made to document the participation of women in American society. Speakers will describe projects that document Olga Hirshhorn, art collector and donor at the Smithsonian Institution; alumni from the first coeducational classes at Lafayette College; and the lives of several generations of Moravian College alumnae.

Chair:

Janis L. Wiggins, *National Archives and Records Administration*

Speakers:

Pamela Henson, *Institutional History Division, Smithsonian Institution Archives*

Kristen D. Turner, *Lafayette College*

Elizabeth Tyles Bugaighis, *Northampton Community College*

S8 The Politics of Archives

Conflict often arises between archivists and politicians over public records. Access to political papers must be balanced with claims of executive privilege and other privacy concerns. This session will explore the relationship between government archives and the political process through two recent case studies. In his talk, "Executive Order 13233: We Dare Not Allow

Ourselves to be Bush-Whacked Again," Dr. Craig will discuss ongoing efforts to overturn President George W. Bush's order by litigation and legislation. Mr. Edwards' presentation, "It Was a Dark and Stormy Night: A Saga of the Transfer of Gubernatorial Papers," will recount the tale of the recent dispute between the Library of Virginia and former Virginia Governor James S. Gilmore over the disposition of his gubernatorial records.

Chair:

Janet Linde, *American Civil Liberties Union*

Speakers:

Bruce Craig, *National Coalition for History*

Conley L. Edwards, *The Library of Virginia*

S9 Microfilm Conversion: The Blurry Truth

What are the issues that may arise when undertaking a project to create digital images from microfilm? Speakers will discuss their experiences at the Maryland State Archives scanning 35 mm microfilm and imaging large format and oversized documents, as well as the main technological equipment and services used in this project.

Speakers:

David Shackelford, *National Archives and Records Administration*

Christopher Crowley, *Crowley Micrographics*

Kim Moreno, *Maryland State Archives*

S10 Worth a Thousand Words: Digital and Still Picture Collections

"A picture is worth a thousand words," but how are digital and still photographic collections being managed? Session speakers will address the need for collection development policies, procedures for handling deeds of gift, ways to enhance photographic collections, and the use of automation for managing collections. Other topics will include the design and creation of an image digitization program, integration of archives and manuscript collections into a single online database, and how to prevent potential backlogs of digital images.

Chair:

Patrice C. Brown, *National Archives and Records Administration*

Speakers:

Audrey C. Johnson, *The Library of Virginia*

Melissa A. N. Keiser, *National Air and Space Museum, Smithsonian Institution*

Amy C. Schindler, *University at Albany*

FRIDAY, APRIL 23

3:15 pm–4:45 pm

S11 Preserving Early Television: A Case Study

From 1948 to 1960, the Johns Hopkins University (JHU) produced four nationally broadcast television programs. The shows covered a wide variety of topics and included nationally famous guests. The live broadcasts were captured on kinescopes—16 mm films that recorded the show as it was broadcast directly from a cathode-ray monitor. Over 300 of the films survive, and through a National Endowment for the Humanities grant, JHU is preserving and providing access to them. In this session, speakers will address how access is being provided to the films; research and development issues that have arisen as part of the preservation process; and how they are working with the university's public affairs department to promote use of the material.

Chair:

Jim Stimpert, *The Johns Hopkins University*

Speakers:

Cathy Sabol, *The Johns Hopkins University*

Glenn Small, *Office of News and Information, The Johns Hopkins University*

Bonnie Willette, *Bono Film and Video, Inc.*



S12 They Also Served: Documenting Women in the Military

Women's military service is one of the fastest-growing areas of research in American women's history. In honor of our reception site, the Women in Military Service for America Memorial, this session touches on some of the current scholarship and shows how archives and museums in the MARAC region have both spurred and responded to this burgeoning interest in women's military lives. Speakers will discuss, in particular, women serving in disguise during the Civil War, the women Army contract surgeons of World War I, and the experiences of African American women in the military.

Chair:

Janice E. Ruth, *Library of Congress*

Speakers:

DeAnne Blanton, *National Archives and Records Administration*

Judy Bellafaire, *Women in Military Service for America Memorial*

Janet Sims-Wood, *Moorland-Spingarn Research Center, Howard University*

S13 Moving Beyond Treasures: Exhibits in Archives, Museums and Libraries

Archivists are increasingly called on to create larger and more elaborate exhibits. The speakers, drawing from their own experiences, will discuss specific strategies, resources, and ideas for producing theme-based exhibits that overcome common obstacles faced by many archives and libraries. These include challenges such as poor location, displaying textual material, and difficulty in attracting people into the exhibit.

Chair:

Christie Lutz, *University of Maryland*

Speakers:

Fernanda Perrone, *Rutgers University*

Lonny Schwartz, *The Design Minds*

Mary Augusta Thomas, *Readers Services and Strategic Planning, Smithsonian Institution Libraries*

S14 Virtual Reference: Expanding Reference Services in the Digital Age

In an age of the Internet, instant messaging, and information on-demand, institutions are encouraged to find newer and faster ways to provide services for their patrons. The speakers in this session will discuss the use of synchronous communication technology—such as live-chat—in providing reference services, and the benefits and challenges it represents for archives, libraries, and their users.

Chair:

Beth S. Harris, *Hollins University*

Speakers:

Linda J. White, *Library of Congress*

Sika Berger, *Smith College*

S15 Archival Internships: How Repositories and Students Can Improve Together

Through archival internships, students lend an invaluable service to archival repositories and, in turn, receive the practical experience that is a necessary part of any archivist's education. This session will discuss the reciprocal relationship between archival students who supplement their education with hands-on experience and their mentors who benefit from a gifted and inexpensive workforce. Presenters will describe their experiences at a variety of repositories, including how to set up a successful internship program, reap the most benefits, avoid common pitfalls, and find funding.

Chair:

Liz McAllister, *University of Maryland*

Speakers:

Thomas J. Frusciano, *Rutgers University*

Susan McElrath, *National Anthropological Archives, Smithsonian Institution*

Daniel Linke, *Princeton University*

SATURDAY, APRIL 24

9:45 am–11:15 am

S16 In Search of our Roots: Developing African American Collections

With the publication of *Roots*, local repositories resolved to collect manuscripts to meet the burgeoning interest in African American history. In recent years, several of these repositories have consolidated their holdings and broadened the scope of their collecting. These panelists will discuss some of the ongoing challenges and successes in developing their African American collections.

Chair:

Donna Wells, *Moorland-Spingarn Research Center, Howard University*

Speakers:

Audrey Davis, *Alexandria Black History Resource Center*
Vivian Fisher, *African American Department, Enoch Pratt Free Library and State Library Resource Center*
Gail S. Lowe, *Anacostia Museum and Center for African American History and Culture, Smithsonian Institution*

S17 Privacy and Confidentiality Issues in Private Institutions

Archivists at private institutions have to deal with privacy and confidentiality concerns both mandated by legislation and set out in donor agreements. Manuscript curators and academic archivists often face the challenge of negotiating between administrators, record creators, donors, researchers, and the public. Speakers in this session discuss the privacy, confidentiality, and ownership issues related to email, literary papers, and student records at such institutions.

Chair:

Aimee M. Felker, *National Archives and Records Administration*

Speakers:

Timothy D. Murray, *University of Delaware*
Tim Pyatt, *Duke University*
Diane Windham Shaw, *Lafayette College*

S18 So Happy Together: Collaboration Projects for Encoded Archival Description

With the advent of Encoded Archival Description (EAD), it has become easier for repositories to publish information regarding their holdings electronically. Yet challenges remain such as shrinking budgets, the need for technological expertise, and the maintenance of consistent standards amidst different styles of finding aids. To overcome some of these challenges, large institutions can sometimes assist small institutions with EAD markup and delivery. Indeed, conceptualizing how a collaborative venture might work can often be more difficult than the actual project. This session will explore different experiences in collaborative work on the markup and delivery of EAD finding aids.

Chair:

Brian Keough, *University at Albany*

Speakers:

Bradley J. Daigle, *University of Virginia*
Katherine A. Hayes, *Center for History of Physics, American Institute of Physics*
Daniel McShane, *University at Albany*

S19 Current Student Research

The MARAC region is home to a number of archival and library science programs. This session will offer graduate students the opportunity to present papers or the results of research projects. Students interested in participating on this program should contact Rachel Ban at rban@historyassociates.com.



SATURDAY, APRIL 24

11:30 am–1:00 pm

S20 They're Giving It Away!: Tips for Writing Successful Grant Proposals

Many archivists have experience in preparing grant proposals for agencies such as the National Historical Publications and Records Commission, the National Endowment for the Humanities, and now the Institute of Museum and Library Services. The application process, though complicated, is well documented. But what are the agencies and their representatives really looking for as they review the many applications that are submitted? This session will give attendees an opportunity to hear about philosophies and trends from the other side of the fence. Representatives from two of these institutions will offer candid advice, commentary, and guidance on how to conceive, plan, and write a winning grant proposal.

Chair:

Joan Echtenkamp Klein, *Claude Moore Health Sciences Library, University of Virginia*

Speakers:

Susan Malbin, *Institute of Museum and Library Services*
Barbara Paulson, *National Endowment for the Humanities*

S21 The September 11 Digital Archive: Using Computers to Develop Collections

The September 11 Digital Archive, a joint project of the City University of New York's American Social History Project and the George Mason University's Center for History and New Media, has exclusively used electronic media to collect, preserve, and present the history of the attacks upon the World Trade Center and the Pentagon and in western Pennsylvania. The Library of Congress has recently partnered with the September 11 Digital Archive to ensure long-term access and preservation of this collection. Speakers will describe the project, addressing topics such as selection criteria, documentation methods, and access to the collections.

Chair:

Diane Kresh, *Library of Congress*

Speakers:

Daniel J. Cohen, *September 11 Digital Archive*
Tom Scheinfeldt, *September 11 Digital Archive*
Abigail Grotke, *Library of Congress*

S22 Vital Signs: Implementing an Archives Vital Records Plan

Vital records, in this context, are those records that an organization needs to keep in order to conduct business in the event of a major disaster. A solid vital records program will help an institution maintain continuity of operations in the face of potential disruption. The speakers on this panel will present a general overview of vital records and provide information about creating and maintaining vital records programs.

Chair:

Joanne Mattern, *Delaware State Archives*

Speakers:

Timothy D. Baker, *Maryland State Archives*
Tom Benjamin, *Iron Mountain, Inc.*
Nina Frederick, *National Archives and Records Administration*

Transportation



GETTING TO THE KEY BRIDGE MARRIOTT

1401 Lee Highway, Arlington, Virginia 22209, 703-524-6400 or 888-236-2427



Washington Metropolitan Area Transportation Authority (Metro)

The Rosslyn Metrorail station, which services both the Orange and Blue lines, is just a few blocks from the Hotel, located on the east side of Fort Myer Drive between 19th Street and Wilson Boulevard. Metrobuses also stop here. More information about the Metro system, including maps and timetables, may be found at <http://www.wmata.com/>.

Planes, Trains, and Buses

For greater detail and further directions for reaching the hotel from each of these options, please see the MARAC website.

Planes: There are three airports in the Greater DC vicinity: Reagan/National, Dulles, and Baltimore/Washington. One can connect to public transportation, taxis, and shuttle services at each of these.

Trains: Amtrak provides service to Union Station in DC. From Union Station, one can take public transportation or a taxi to the hotel.

Buses: Greyhound/Trailways provide bus service to Union Station, DC, and Rosslyn Metrorail Station, VA.

Driving Directions

Caveat: The Key Bridge Marriott Hotel is in the heart of metropolitan Arlington. There are many one-way and divided streets. Approach online driving directions with skepticism. We strongly advise drivers who do not like challenges while driving to follow the directions for coming in along Route 66 from points West.

From points West:

Take U. S. Route 66 East towards DC. From Route 66, take exit 73, Rosslyn/Key Bridge. At the third light, turn left on North Lynn Street. Take your first left onto Lee Highway (Route 29). The Marriott is ahead of you on the right about a block and a half.

From points South:

Take I-95 North towards DC. As you approach the Capital Beltway split, follow signs for I-395. Take I-395 to Exit 10C, Memorial Bridge/George Washington Memorial Parkway North. This is a left exit that comes up rather quickly; use caution as you exit. After you yield at the bottom of the ramp, move over one lane to the left rather quickly. Follow the signs for U. S. Route 50. (If you are in the HOV lanes, you will take a left exit onto Route 27/Memorial Bridge. Follow the signs to Route 50.) Once you are past Memorial Bridge (do not cross the bridge), you will bear left to continue to follow the signs for Route 50 and then merge right towards Rosslyn and the Key Bridge. Get over to the right and turn right at the top of the exit ramp. This will put you on North Lynn Street. Continue along North Lynn Street for several blocks. At the 5th light, turn left onto Lee Highway (it is one-way going West). The Marriott is about a block and a half up on the right-hand side.

Alternatively, take the Capital Beltway (I-495) towards Tyson's Corner, and take Exit 9 to Route 66 East. Follow the directions above for coming from points West.

From points North:

Take I-95 or I-270 South towards DC. Merge on to the outer loop of the Capital Beltway (I-495), heading west and south towards Virginia. (These are both right-hand exits.) On I-495, cross the American Legion Bridge. Move to the right as you cross the Bridge. Take exit 43 for the George Washington Memorial Parkway South. Follow the Parkway for approximately 8 miles to Arlington, being careful to watch the signs for changing lanes. There will be a sign that reads, "Rosslyn - Second Right"; this is the exit you want. Follow the signs towards U. S. Routes 66 and 50. Then bear right, following the signs to Route 50. You will circle around and come up an exit ramp. At the top of the exit ramp, turn right. This will put you on North Lynn Street. Continue along North Lynn Street for several blocks. At the 5th light, turn left onto Lee Highway (it is one-way going West). The Marriott is about a block and a half up on the right-hand side.

Alternatively, continue on the Capital Beltway and then take Exit 9 to Route 66 East. Follow the directions above for coming from points West.

From points East:

From Annapolis, take U. S. Route 50 past the Capital Beltway and into DC. (You are going to follow Route 50 all the way through DC and into Arlington.) Route 50 in DC is New York Avenue until you get to the new Convention Center. When the Convention Center is on your right and the Carnegie library building (the DC City Museum) is on your left, move to your left and take a left onto 9th Street. (You will be turning in front of the Mt. Vernon United Methodist Church.) Go several blocks and just before you enter a tunnel to go under the National Mall, turn right onto Constitution Avenue. Continue to follow the signs for Route 50 and now towards Route 66. You will cross the Theodore Roosevelt Bridge and immediately take a right exit for Route 50. Then take another right exit for Rosslyn and the Key Bridge. At the top of the exit ramp, turn right. This will put you on North Lynn Street. Continue along North Lynn Street for several blocks. At the 5th light, turn left onto Lee Highway (it is one-way going West). The Marriott is about a block and a half up on the right-hand side.

Only come this way if you are from DC, MD, or DE and know your way around DC. Otherwise, take the Capital Beltway (I-495) and follow the directions above for coming from points West.

Parking

Self-service parking is available at the hotel for \$10.00 per day.



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KEY BRIDGE MARRIOTT

MARAC SPRING 2004

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- 2) Send the entire number of a major credit card and include the expiration date and your signature.
- 3) Call or fax the Marriott directly at the above numbers or mail to:
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Rates Available: April 22-24, 2004

- 1) Room rate: \$120 per night for all rooms
- 2) Self-service parking: \$10.00 per day
- 3) Cutoff Date: March 31, 2004
- 4) Check-in: 4:00 pm; Check-out: 1:00 pm

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Phone: _____ Fax: _____ Email: _____

☐ Smoking ☐ Non-Smoking Please Reserve # _____ of Rooms for # _____ people

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Credit Card # _____

Exp. Date _____ Amount \$ _____

I authorize the Key Bridge Marriott to charge my account for one night's deposit and all applicable taxes.

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SIGNATURE _____ Date _____



Registration



MARAC SPRING 2004

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Institution: _____

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MARAC Member? ☐ Yes ☐ No New Member? ☐ Yes ☐ No

Please list any special assistance required _____

Contact Laura Drake at 804-692-3632 or ldrake@lva.lib.va.us if you will need childcare or special assistance or have any questions about this meeting.

REGISTRATION

Postmarked before March 25, 2004:	<input type="checkbox"/> MARAC member \$65.00	<input type="checkbox"/> Non-member \$100.00*
Postmarked after March 25, 2004:	<input type="checkbox"/> MARAC member \$75.00	<input type="checkbox"/> Non-member \$110.00*
After April 13, 2004, register onsite	<input type="checkbox"/> MARAC member \$85.00	<input type="checkbox"/> Non-member \$120.00*

* The non-member fee entitles you to membership in MARAC through September 30, 2004.

Please check one: ☐ YES, I would like to become a member of MARAC ☐ NO, I do not want to join MARAC at this time

WORKSHOPS

<input type="checkbox"/> W1 Thursday	Performance Measures # _____	@ \$50.00/person \$ _____
<input type="checkbox"/> W2 Thursday	Digital Projects # _____	@ \$50.00/person \$ _____
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<input type="checkbox"/> W4 Thursday	Disaster Planning # _____	@ \$50.00/person \$ _____

Registration fee, if attending Thursday only: MARAC member @ \$15.00; Non-member @ \$20.00 \$ _____

TOURS Please check the box for each tour you plan to attend.

<input type="checkbox"/> T1 Thursday	Woodlawn / Pope Leighey House # _____	@ \$25.00/person \$ _____
<input type="checkbox"/> T2 Thursday	Gunston Hall # _____	@ \$25.00/person \$ _____
<input type="checkbox"/> T3 Thursday	Udvar-Hazy Center 1 # _____	@ \$10.00/person \$ _____
<input type="checkbox"/> T4 Thursday	Virginia Wineries 1 # _____	@ \$30.00/person \$ _____
<input type="checkbox"/> T5 Thursday	George Washington Masonic Memorial # _____	@ \$5.00/person \$ _____
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<input type="checkbox"/> T9 Saturday	Virginia Wineries 2 # _____	@ \$30.00/person \$ _____

Please help us plan meeting arrangements by checking the activities you plan to attend:

<input type="checkbox"/> Friday	Continental Breakfast	FREE
<input type="checkbox"/> Friday	Luncheon (not included with registration) – check entree choice:	
	<input type="checkbox"/> Seared Chicken # _____	@ \$20.00/person \$ _____
	<input type="checkbox"/> Penne Primavera # _____	@ \$20.00/person \$ _____
<input type="checkbox"/> Friday	Reception at Women's Memorial	FREE
	Guest Tickets # _____	@ \$10.00/person \$ _____
<input type="checkbox"/> Saturday	Buffet Breakfast (not included with registration) # _____	@ \$15.00/person \$ _____

Please circle the Program Sessions you plan to attend:

S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S16 S17 S18 S19 S20 S21 S22

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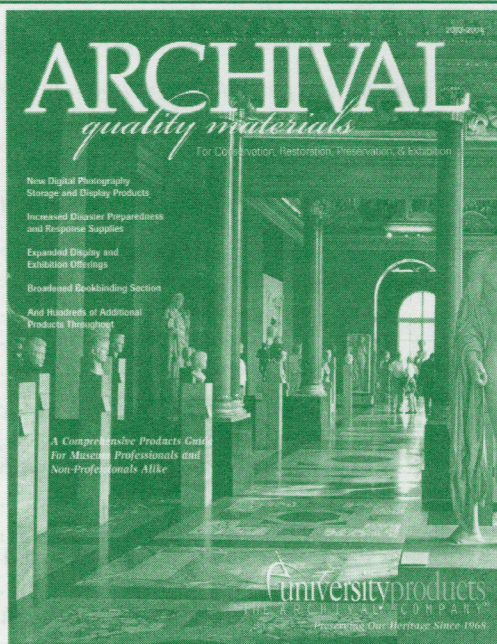
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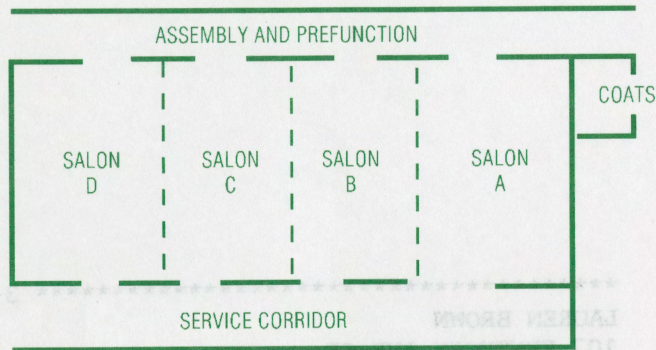
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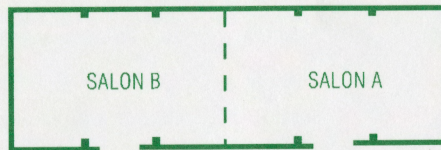
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FRANCIS SCOTT KEY

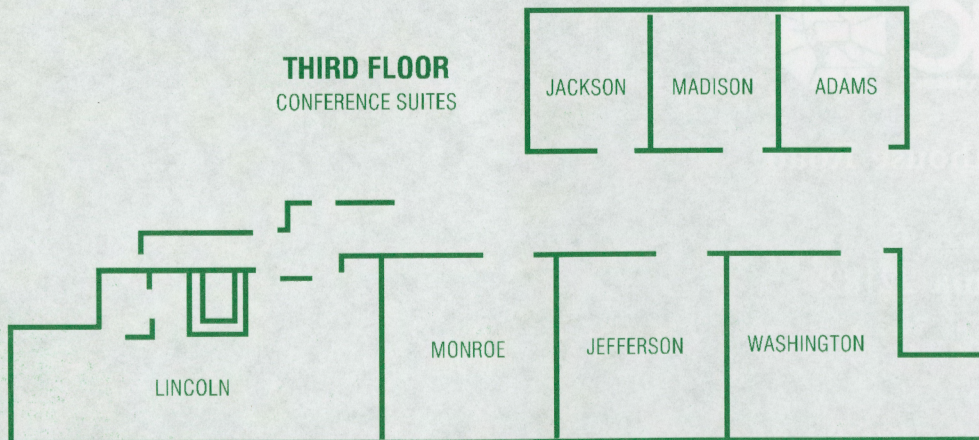


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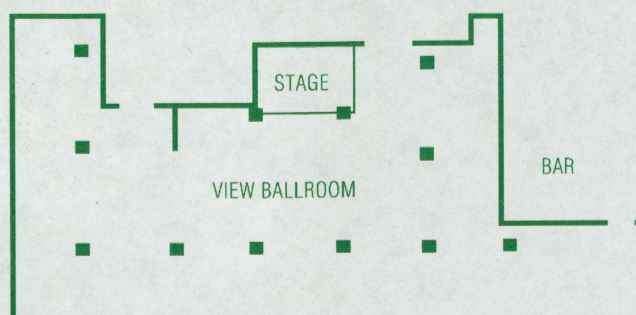


THIRD FLOOR

CONFERENCE SUITES



TOP FLOOR





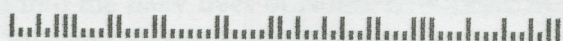
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